



VERIFICATION: What, Why
and How?



Verification: WHAT and WHY

- Process in which information listed on the FAFSA is reviewed to validate the accuracy of information reported by the student and/or family.
- Students and/or Parents can ***mistakenly*** list information on the FAFSA. As a result, the Central Processing System (CPS) selects which applications are to be verified by the Financial Aid Office of the College the student is planning to attend OR currently enrolled.
- Students selected by CPS are ***required*** to be verified

WHY: Verification

- Students who will receive OR have received “Subsidized Student Financial Assistance” (aid programs based on the Expected Family Contribution-(EFC) are **required** to complete verification
- **Subsidized Student Financial Assistance that are determined by the EFC are:**
 - Federal PELL Grant
 - Federal SEOG Grant
 - Federal Direct Subsidized Loan
 - Federal Work-Study

Percentage of Students Selected for Verification by CPS

- Approximately 18% have been selected by CPS for this process that *must* be verified (note: during the pandemic a temporary change of this rate was reduced to approx. 3-4%)
- Schools can also select students for verification if there is reason to believe that information on the FAFSA is not accurately reported or questionable

Keep in mind: In both instances, you must be consistent and have:

- a *written* policy for Verification and
- provide within a *reasonable* timeframe to notify students of this process, documents to submit, deadlines to meet as well as the consequences of *not* meeting established deadlines

TYPES OF VERIFICATION TRACKING GROUPS

- **Effective for the 2022-23** Academic year, the following tracking groups will be used:
 - **V1** Standard Verification Group
 - **V4** Custom Verification Group
 - **V5** Aggregate Verification Group (Students in this category must verify Identity/Statement of Educational Purpose-SEP in addition to all items listed in the V1 group)

V-1 Tracking Group- Items Required

- AGI
- U.S. Income Tax Paid
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Education Credits
- Household Size
- Number in College

NOTE: Students listed as ***Non-Tax Filers*** must verify the following:

- Income earned from work
- Household size
- Number in College

V4 – CUSTOM VERIFICATION GROUP

Students in this group must verify the following:

- **Identity** (Proper ID forms: ***Valid, Unexpired Government Issued photo ID:*** Driver's License, Passport or other state- issued ID)
- Read/Sign a **Statement of Educational Purpose(SEP)** must be signed before a “notary” OR “ Financial Aid Officer (“**Wet” Signature** required)

Note: You are required to keep a copy of the ID used to verify the Student in this group-along with the date received and the designated person authorizes to receive it.

V-5 AGGREGATE VERIFICATION GROUP

Consists of Requirements listed in **V4**
(Identity & Statement of Educational
Purpose-SEP)

Also, consists of items listed in **V1** (Standard
Verification Group)

Reporting Requirements for V4 & V5

- **You are required to report verification results of Identity for any student selected for this group selected by CPS** (not any that the school selects for this group) and Verification documentation
- **Complete** this process on **FAA ACCESS to CPS ONLINE** website
- **Select** Identity Verification Results option from main menu
- **Enter** your School's Identifiers



Reporting Requirements for V4 & V5 (cont.)

You must use one of the codes that applies to the results from this category:

1- Verification completed in person, no issues found

2- Verification completed remotely, no issues found

3- Verification attempted, issues found with Identity (you didn't receive the proper documents for V4 or V5)

4- No longer valid- do not use for 22-23 and beyond (value used prior to 22-23 award year to identify when high school completion status issues existed but there were no issues with identity).

Reporting
Requirements
for V4 & V5
(cont.)

5- No response from applicant or unable to locate

6- No longer valid- do not use for 22-23 and beyond. (Value used prior to 2022-23 to identify when both high school completion status and identity issues existed)

Sample Tax Documents

- **Tax Return Transcript** via IRS website—if applicable www.irs.gov
- **Tax Return Decoder** via NASFAA's website (National Association for Student Financial aid Administrators)
- **Copy of Signed Paper Tax Return** (that was completed and submitted to IRS) signature of taxpayer and Preparer's Signature and/or ID#





QUESTIONS??

RESOURCES

- 22-23 Federal Handbook- Verification Section – Chapter 4
<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/pdf/2022-2023>
- **ELECTRONIC ANNOUNCEMENT ID**
VERIF-22-01-Tax Return Matrix 22-23
- FSA Partner Connect <https://fsapartners.ed.gov/home/>
- IRS Website www.irs.gov
- FSA Conference Training Info <https://fsaconferences.ed.gov/>
- NASFAA <https://www.nasfaa.org/>



THANK YOU!

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